

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Credentials by Alpha						2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	<input checked="" type="checkbox"/> TRAINING	SECURITY	ADMIN. GENERAL OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 3		
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 949A <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
- Key punching of feeder report -							
200	X \$ .05 ea.	\$10.00	X 5	\$2.00	X 12		\$24.00
(cards per mo) *The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages per report	no. copies	total pages		cost per page	total cost	times prepared	cost per year
142	X 6	852	X	\$ .03 ea	\$25.56	X 12	\$ 306.72
TOTAL COSTS PER YEAR							\$ 330.72
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
15. PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS CHANGE DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 2 September 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/ Systems Analyst	
						18. EXTENSION	

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Credential Firearms Alpha by Office

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

949B

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB/

IBM Card (Standard)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
200 (cards per mo)	X \$ .05 ea		= \$10.00 ÷ *5		\$2.00	X	12	=	\$24.00
*The 200 cards per mo. add to the data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
18	X 4	= 72	X \$.03	= \$2.16	X 12	= \$25.92
TOTAL COSTS PER YEAR						\$49.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Credential Expirations, F-FAA-CR-ID				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	TRAINING	ADMIN. GENERAL
			<input checked="" type="checkbox"/>	SECURITY	OTHER (specify)
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) JCS OS/BSB/		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
				X	TIMES PREPARED
				=	COST PER YEAR
- Keypunching of Feeder Report -					
200	X \$ .05 ea		= \$10.00 ÷ 5	=	\$2.00 X 12 = \$24.00
(Cards per mo)					
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					
B. COSTS OF COMPUTER PRODUCED REPORTS					
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared
82	X 4	= 348	X \$.03	= \$9.84	X 12
					Cost Per Year
					\$118.08
TOTAL COSTS PER YEAR					\$142.08
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.					
14. FUTURE GOALS					
15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS CHANGE DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY 25X1 2 October 1970				17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	
				18. EXTENSION 25X1	

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Credentials/Firearms - FAA Alpha				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	TRAINING	ADMIN. GENERAL
			<input checked="" type="checkbox"/>	SECURITY	OTHER (specify)
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT [Redacted] 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/ [Redacted] 25X1		11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard)			

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
200 (cards per mo)	X \$ .05 ea		\$10.00*5	=	\$2.00	X	12	=	\$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
26	X 4	= 104	X \$.03	= \$3.12	X 12	= \$37.44

TOTAL COSTS PER YEAR

\$61.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

15. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION
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## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Credentials by Credential Number				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 949E		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS 25X1 OS/BSB		11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.) IBM Card (Standard)			

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
- Keypunch of Feeder Report -					
200 (cards per mo)	X \$ .05 ea	= \$10.00 ÷ 5	= \$2.00	X 12	= \$24.00
*The 200 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Time Prepared	Cost Per Year
142	X 6	= 852	X \$ .03 ea	= \$25.56	X 12	\$306.72
TOTAL COSTS PER YEAR						\$330.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

18. EXTENSION

Security Officer/Systems Analyst

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a title in report include Form No.) C&P Telephone Badge by Alpha		2. TYPE OF REPORT	STATISTICAL
			NARRATIVE
		X	MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	X SECURITY	OTHER (specify)
	MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 5
7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out	8. ADP PROCESSING X YES IF YES GIVE ADP PROCESSING NO. 959A		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS 25X1 OS/BSB		11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1772 (Special IBM Card)	

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
25 (cards per mo)	X \$ .05 ea		\$1.25*4	=	\$ .32	X	12	=	\$ 3.84
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
9	X 5	45	X \$ .03	\$ 1.35	X 12	\$ 16.20
TOTAL COSTS PER YEAR						\$ 20.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

LOCAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS
RETAIN AS IS	MAN-HOURS
CHANGE	DOLLARS
DISCONTINUE	25X1

16. DATE OF INVENTORY 25X1 1 September 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7 Security Officer/Systems Analyst	18. EXTENSION
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## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If in report include Form No.)				2. TYPE OF REPORT	
C&P Telephone Distributions by Alpha				STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
3		Monthly		2	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 959C		<div style="border: 1px solid black; width: 150px; height: 20px;"></div> 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OCS OS/BSB <div style="border: 1px solid black; width: 150px; height: 20px;"></div>			Form #1772 (Special IBM Card)		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
25	X \$ .05 ea		= \$1.25 ÷ 4	=	\$ .32	X	12	=	\$ 3.84
(Cards per Mo) *The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
16	X 3	= 48	X \$ .03	= \$1.44	X 12	\$ 17.28
TOTAL COSTS PER YEAR						\$21.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
			25X1
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
October 1970		Security Officer/Systems Analyst	
		18. EXTENSION	

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT	
C&P Telephone Deletions by Badge Number				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS <input checked="" type="checkbox"/> MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
3		Monthly		2	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 959D [ ]	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OCS 25XDS/BSB [ ]		Form #1772 (Special IBM Card)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
25 (cards per mo)	X \$ .05 ea		= \$1.25*4	=	\$ .32	X	12	=	\$ 3.84
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
16	X 3	= 48	X \$ .03	= \$1.44	X 12	\$17.28
TOTAL COSTS PER YEAR						\$21.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7	18. EXTENSION
25X1 2 October 1970	Security Officer/Systems Analyst	[ ]



## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if ... in report include Form No.)

Visitor-No-Escort/Watchman Post by Alpha

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X

YES

IF YES GIVE ADP PROCESSING NO.

NO

973C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB

Form #1059 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
18,000 (cards per qtr)	X		\$ .05 ea	=	\$900.00 ÷ 4 =	\$225	X	4	= \$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
156	X 4	= 624	X \$.03	= \$18.72	X 4	\$ 74.88
TOTAL COSTS PER YEAR						\$974.88

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Security Officer/Systems Analyst

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Visitor-No-Escort/Watchman Post-Alpha by Office

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

X SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc.)

Computer print-out

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

973D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

OS/BSB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1059 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
18,000 (cards per qtr)	X \$ .05 ea		= \$900.00 ÷ *4	=	\$225	X	4	=	\$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
172	X 3	= 516	X \$.03	= \$15.48	X 4	\$ 61.92
TOTAL COSTS PER YEAR						\$961.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarters area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

15. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems Analyst

18. EXTENSION

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT	
Visitor-No-Escort/Watchman Post by Badge No.				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
3		Quarterly		3	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRED	
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. 973E	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)			
JCS OS/BSB/		Form #1059 (Special IBM Card)			

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
18,000 (cards per qtr)	X \$ .05 ea	= \$900.00 ÷ 4	= \$225	X 4	= \$900.00
*The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.					

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
156	X 3	= 468	X \$.03	= \$14.04	X 4	= \$ 56.16
TOTAL COSTS PER YEAR						\$956.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used to maintain a record of when non Agency - VNE badge holders are in Agency Headquarter area buildings. They are also used as a criteria (number of visits) to establish the need for issuing VNE Badges.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7		25X1	

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
170	Officer/Systems Analyst	

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Visitor-No-Escort Expired Badge		2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL LOGISTICS MEDICAL	TRAINING <input checked="" type="checkbox"/> SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 1
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 973F <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB/		11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #1059 (Special IBM Card)	

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
18,000 (cards per qtr)	X \$ .05 ea		= \$900.00		*4	=	\$225	X 4	= \$900.00
* The 18,000 cards per quarter add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
2	X 2	= 4	X \$ .03	= \$ .12	X 4	= .48
TOTAL COSTS PER YEAR						\$900.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

input  
This report utilized to correct any errors surfaced during the quarter.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems

Analyst

18. EXTENSION

2 October 1970

25X1

25X1

## SYSTEMS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Staff Badge Number Sequence

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not  
number of copies)

3

Monthly

3

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☒ YES

IF YES GIVE ADP PROCESSING NO.

Computer print-out

☒ NO

975A

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity of reports,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

25X1 OS/ESB

Brm #1772 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Reports -							
1200 (cards per month)	X \$ .05	= \$60.00 ÷ *7	=	\$8.58	X 12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.							

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
962	X 3	= 2886	X \$.03 ea	\$86.58	X 12	\$1038.96
TOTAL COSTS PER YEAR						\$1141.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

☐ RETAIN AS IS☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Security Officer/Systems Analyst

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Staff Badge by Name Sequence

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

☒ SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

8

Monthly

8

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

975B

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB/

Form #1772 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1200 (cards per month)	\$ .05								
- Keypunching of Feeder Report -									
					\$8.58	X	12		\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
915	X 8	= 7320	X \$.03 ea	= 219.60	X 12	= \$2635.20
TOTAL COSTS PER YEAR						\$2738.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE☐ DISCONTINUE

25X1

16. DATE OF INVENTORY

18. EXTENSION

October 1970

Special Agent/Systems Analyst

25X1

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Staff Badge Deletes by Badge Sequence

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

975C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSE

Form #1772 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Key punching of Feeder Report -									
1200 (cards per month)	X \$ .05		\$60.00 ÷ 7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
76	X 2	= 152	X \$.03 ea	= 4.56	X 12	= \$ 54.72
TOTAL COSTS PER YEAR						\$157.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems Analyst

18. EXTENSION

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Staff Badge Deletes by Alpha

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

X SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc.)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

X

YES

IF YES GIVE ADP PROCESSING NO.

NO

975D

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

Form #1772 (Special IBM Card)

OS/BSB

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
1200 (cards per month)	X \$ .05		\$60.00 ÷ 7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
39	X 2	= 78	X \$ .03 ea	= \$2.34	X 12	= \$ 28.08
TOTAL COSTS PER YEAR						\$131.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7



THIS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

Staff Badge Areas by Area Code

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not  
number of copies)

3

Quarterly

8

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

Computer print-out

NO

975E

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identify by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

Form #1772 (Special IBM Card)

OS/BSB/

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1200 (cards per month)	X \$ .05		\$60.00 ÷ 7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
753	X 3	= 2259	X \$.03 ea	= \$67.77	X 4	= \$271.08
TOTAL COSTS PER YEAR						\$374.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  
This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirements established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

25X1

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18

9 October 1970

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Contract and Non Agency Employees

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

975F

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1772 (Special IBM Card)

OCS

OS/BSB

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Key punching of Feeder Reports -									
1200 (cards per month)	X \$ .05		\$60.00 ÷ 7	=	\$8.58	X	12	=	\$102.96
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
55	X 3	= 165	X \$.03 ea	= \$4.95	X 4	\$19.80
TOTAL COSTS PER YEAR						\$122.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems Analyst

1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT		STATISTICAL	
Non-Agency Employees						REPORT		NARRATIVE	
						X		MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL			
		LOGISTICS		X SECURITY		OTHER (specify)			
		MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)			
3		Quarterly				2			
7. FORM (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		X YES		IF YES GIVE ADP PROCESSING NO.		25X1			
		NO		975G					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OCS				Form #1772 (Special IBM Card)					
OS/BSB									
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1200	X \$ .05		= \$60.00 ÷ 7	=	\$8.58	X	12	=	\$102.96
(cards per month)									
*The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one.									
B. COSTS OF COMPUTER PRODUCED REPORTS									
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year			
26	X 3	= 78	X \$ .03	= \$2.34	X 4	= \$ 9.36			
TOTAL COSTS PER YEAR						\$112.32			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
RETAIN AS IS						MAN-HOURS		DOLLARS	
CHANGE								25X1	
DISCONTINUE									
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION			
2 October 1970		Security Officer							

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

GSA Alpha Listing

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

X SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

6

7. FORMAT (memorandum, form,  
computer print-out, etc.)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

976A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

OS/BSB

11. FEEDER REPORTS (State total number of reports, Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1772 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	-HOURLY- -RATE-	X	-HOURS-PER -REPORT-	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
100 (cards per mo)	X .05 ea		= \$5.00 ÷ *4	=	\$1.25	X	12	=	\$15.00
- Key punching of Feeder Report -									
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	\$151.20
TOTAL COSTS PER YEAR						\$166.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

2 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Security Officer/Systems Analyst

18. EXTENSION

PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If-in report include Form No.)				2. TYPE OF REPORT		STATISTICAL	
GSA by Badge number				X		NARRATIVE	
3. FUNCTIONAL AREA				X		MACHINE-NAME LISTING	
PERSONNEL		TRAINING		ADMIN. GENERAL			
LOGISTICS		X SECURITY		OTHER (specify)			
MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
6		Monthly		4			
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		X YES IF YES GIVE ADP PROCESSING NO. 976B		25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
OCS		Form #1772 (Special IBM Card)					
OS/BSB/							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY-RATE	X	HOURS-PER-REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
100	.05 ea	X	4	=	\$1.25	X	12 = \$ 15.00
- Key punching of Feeder Report -							
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.							
B. COSTS OF COMPUTER PRODUCED REPORTS							
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year	
70	X 6	= 420	X \$.03 ea	= \$12.60	X 12	\$151.20	
TOTAL COSTS PER YEAR						\$166.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE						25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
2 October 1970		Security Officer/Systems Analyst					

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT	
GSA Deletions by Alpha		<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input checked="" type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)
4	Monthly		2
7. FORMAT (memorandum, form, computer print-out, etc.)		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
8. ADP PROCESSING		IF YES GIVE ADP PROCESSING NO. <span style="float: right;">25X1</span>	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		976C	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)	
OCS OS/BSB		Form #1772 (Special IBM Card)	

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
100 (cards per mo)	X .05 ea	=	\$5.00 ÷ 4	=	\$1.25	X	12	=	\$ 15.00
- Key punching of Feeder Report - *The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
80	X 4	= 320	X \$.03 ea	= \$9.60	X 12	= \$115.20
TOTAL COSTS PER YEAR						\$130.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
			25X1
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
2 October 1970		Security Officer/Systems Analyst	
		18. EXTENSION	

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

GSA Deletions by Badge Sequence

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

976D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

OS/BSB

11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1772 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER- REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
100 (cards per mo)	X .05 ea		= \$5.00 ÷ *4	=	\$1.25	X	12	=	\$ 15.00
*The 100 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
80	X 4	= 320	X \$.03 ea	= \$9.60	X 12	= \$115.20
3 TOTAL COSTS PER YEAR						\$130.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

DISCONTINUE

25X1

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Security Officer/Systems Analyst

REPAIR IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Visitor-No-Escort Alpha Listing

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

977A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

25X1S/BSB/

11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #ADC 5081 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS-PER- REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
300 (cards per mo)	X \$ .05 ea		= \$15.00 ÷ 5 =		\$3.00	X	12		\$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									
- Key punching of Feeder Report -									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
34	X 4	= 136	X \$ .03ea	= \$4.08	X 12	\$48.96
TOTAL COSTS PER YEAR						\$84.96

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE☐ DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

2 October 1970

25X1

25X1



PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Visitor-No-Escort Alpha/Office Expirations

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc.)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

977B

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and category of reports,  
Form No., or nomenclature. Attach separate sheet if necessary.)

OCS

OS/BSB

Form #ADC 5081 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER- REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
300 (cards per mo)	X \$ .05 ea		\$15.00 ÷ 5 =		\$3.00	X	12	=	\$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
51	X 4	= 204	X \$.03 ea	= \$6.12	X 12	= \$73.44
TOTAL COSTS PER YEAR						\$109.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

15. DATE OF INVENTORY

2 October

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems Analyst

18. EXTENSION

1. TITLE OF REPORT (if a fill-in report include Form No.)  Visitor-No-Escort by Badge Number				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form, computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 9770		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; float: right;">25X1</div>	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS 25X1 OS/BSB/		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Form #ADC 5081 (Special IBM Card)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
- Keypunching of Feeder Report -					
300 (cards per mo)	X \$ .05 ea	= \$15.00 * 5	=	\$3.00	X 12 = \$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					
B. COSTS OF COMPUTER PRODUCED REPORTS					
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared Cost Per Year
34	X 4	= 136	X \$ .03 ea	= \$4.08	X 12 \$48.96
TOTAL COSTS PER YEAR					\$84.96
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)				ESTIMATED SAVINGS MAN-HOURS DOLLARS 25X1	
15. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/System			18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Visitor-No-Escort Deletions by Alpha

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

2

7. FORMAT (memorandum, form  
computer print-out, etc)

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

977D

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS

OS/BSB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #ADC 5081 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER- REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
- Keypunching of Feeder Report -									
300 (cards per mo)	X \$ .05 ea		= \$15.00 ÷ 5	=	\$3.00	X	12	=	\$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
102	X 3	= 306	X \$ .03 ea	= \$9.18	X 12	\$110.16
TOTAL COSTS PER YEAR						\$146.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Date unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE☐ DISCONTINUE

25X1

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2 October 1970

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if -in report include Form No.) Visitor-No-Escort Deletions by Badge Number				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 977E		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/BSB		11. FEEDER REPORTS (State total number and identity by title, Form No., or nomenclature. Attach separate sheet if necessary.) Form #ADC 5081 (Special IBM Card)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT X TIMES PREPARED = COST PER YEAR
300 (cards per mo)	X \$ .05 ea		= \$15.00 ÷ 5 =	\$3.00	X 12 = \$36.00
*The 300 cards per month add to a data base that is manipulated to produce 5 different reports of which this is one.					
B. COSTS OF COMPUTER PRODUCED REPORTS					
Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared Cost Per Year
102	X 3	= 306	X \$.03 ea	= \$9.18	X 12 \$110.16
TOTAL COSTS PER YEAR					\$146.16
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS CHANGE DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS 25X1	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst			18. EXTENSION

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

C&amp;P Telephone by Badge Number

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

X

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc.)

8. ADP PROCESSING

X

YES

IF YES GIVE ADP PROCESSING NO.

959B

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer print-out

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)11. FEEDER REPORTS (State total number and identity by title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form #1722 (Special IBM Card)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS-PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
25 (cards per mo)	X \$ .05 ea		\$1.25 ÷ 4	=	\$ .32	X	12	=	\$ 3.84
*The 25 cards per month add to a data base that is manipulated to produce 4 different reports of which this is one.									

## B. COSTS OF COMPUTER PRODUCED REPORTS

Pages Per Report	No. Copies	Total Pages	Cost Per Page	Total Cost	Times Prepared	Cost Per Year
9	X 5	= 45	X \$ .03	= \$1.35	X 12	= \$16.20
TOTAL COSTS PER YEAR						\$20.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This report is an essential aid in the control of the issuance and retrieval of Agency  
issued credentials. Requirement established by OS. Data unknown.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

## ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080084-7

Security Officer/Systems Analyst

18. EXTENSION

1970

25X1